



Town of Ipswich

Office of the Town Manager

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M E M O R A N D U M

TO: All Town Departments
Interested Parties
FROM: Town Manager Robin Crosbie
DATE: SPECIAL TOWN MEETING – ARTICLES SUBMISSION
RE: July 8, 2015

The Special Town Meeting will be held Tuesday, October 27, 2015 at 7:00 PM. In order to accommodate notice and publication schedules, below is the schedule for submission of articles:

1. **All articles from departments or boards are due in the office of the Board of Selectmen no later than 2:00 pm on Monday, August 24.** Once the warrant is set, it will go to Town Counsel for review and to the Finance Committee for recommendations on funding articles. Zoning proposals requiring drafting, review and hearings must be submitted earlier.

The Board of Selectmen will hold a public hearing and sign the warrant on Monday, September 14.

When submitting articles, the following must be submitted in writing on the attached form (*also available on the shared drive*):

1. **The proposed article.** A general draft is acceptable as it will be properly formatted by me or by Counsel, if accepted by the Board of Selectmen.
 2. **A brief narrative** describing the purpose and the need for the article.
 3. **Estimated costs**, if any, for the requested article.
2. **Citizen Petitions:** In order for a petition to be guaranteed placement on the Special Town Meeting warrant, 100 names/signatures/addresses of registered Town voters is required, and must be certified by the Town Clerk. **Petition articles must be submitted prior to 2:00 PM on Tuesday September 1, 2015.** The preferred form for submitting petition articles is attached to this memo, available in the Board of Selectmen's office and online at www.ipswichma.gov/townmeeting . Petition articles will be printed in the warrant verbatim, so citizens are asked to review the forms and instructions carefully.

Please contact me if you have questions.

Attachment
File: 2015 STM